

# EXECUTIVE SECRETARIAT

## ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR	X			
4	D/ICS				
5	DDI	X			
6	DDA	X			
7	DDO	X			
8	DDS&T	X			
9	Chm/NIC	X			
10	GC	X			
11	IG	X			
12	Compt	X			
13	D/OLL	X			
14	D/PAO	X			
15	D/PERS				
16	VC/NIC		X		
17	C/S		X		
18	ES		X		
19					
20					
21					
22					
SUSPENSE		Date			

Remarks To All: Please see that all your people are reminded of, and comply with, this continuing policy.

Executive Secretary

6 May 86

Date

3637 (10-81)

25X1

Executive Registry

86- 1926

5 May 1986

NOTE TO: EXDIR

DDI

DDO

DDS&amp;T

DDA

GC

IG

Comptroller

FROM: Deputy Director of Central Intelligence

SUBJECT: PFIAB and Congressional Staff Inquiries (C)

1. It is becoming increasingly difficult to monitor inquiries and tasking coming into the Agency from the PFIAB staff and Congressional Staffs, particularly when these are done informally either by telephone or personally. (C)

2. In order to allow for rational management of our responses to inquiries from the PFIAB and Congressional Staffs, it is essential that this work be channeled through a single focal point. Neither the problem nor the solution are new, but it is imperative that your staffs be instructed to abide by the following:

- All PFIAB staff inquiries and tasking should be done through the office of the Executive Director. If contacted directly by the PFIAB staff, you should refer them to the EXDIR's office without making any commitments.
- All Congressional inquiries should be referred to the Office of Congressional Affairs. This includes inquiries from the General Accounting Office, Congressional Research Office, the Office of Technology Assessment and the Congressional Budget Office. (C)

*RG.*  
Robert M. Gates

cc: D/OCA

~~CONFIDENTIAL~~

CL BY SIGNER

5 May 1986  
OCA 86-1465

NOTE FOR: DDCI ✓

FROM: Dave Grie

STAT

SUBJECT: Funneling PFIAB and Congressional Inquiries through  
ExDir and OCA, Respectively

In the note you plan to write on this subject, it would be useful to mention that OCA should act as the central point not only for inquiries from Congress, but also for inquiries from the four subordinate agencies of Congress. These are the General Accounting Office, Congressional Research Office, Office of Technology Assessment and Congressional Budget Office. Although we don't do a great deal of business with these four agencies--we average approximately five inquiries per month--it is not uncommon for the inquiries to be addressed directly to some component other than OCA. This can lead to coordination problems.